

ETravel Self Registration Instructions


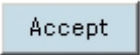
(MUST BE DONE ONLY ONCE)

Revised 08/14/06

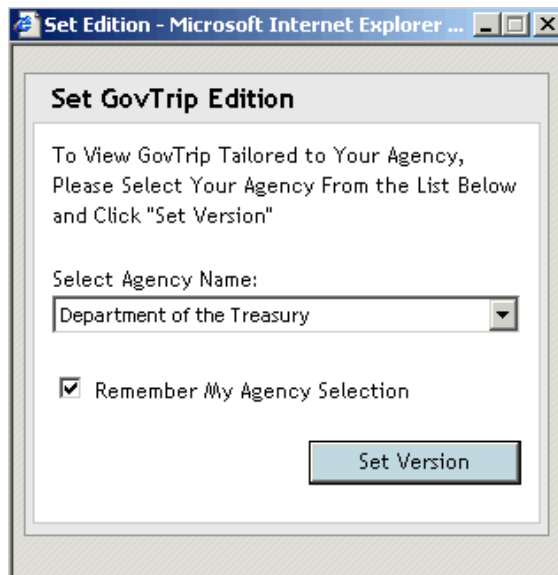
If you are a first time GovTrip user and need to setup an account **it is VERY IMPORTANT that you carefully follow the step-by-step instructions below.** You only need to setup an account if you are a Traveler, Document Preparer, Budget Reviewer, or an Approving Official. If you have any problems during the self-registration process please call the ARC Travel help desk at 304-480-8000 (option 1).

The GovTrip software allows you to self-register and create your own user ID, password, and password hint. After you have successfully self-registered you can access the system anywhere with only your user ID and password.

NOTE: Please have your government travel credit card number and expiration date available as part of the self-registration. This will be the only time you will have access to the screen that records your travel credit card account information. If your travel credit card number is not recorded when you self-register, then you will need to email ARC Travel Services at Travel@bpd.treas.gov to have it added before you can make any reservations.

1. Go to your agency's ARC Customer Access Page.
2. Click .
3. Click **Yes** to the security alert.
4. Read and accept the policy agreement .

Select Agency Name: Department of the Treasury and check the box to Remember My Agency Selection. Click Set Version. If you do not receive this box, call ARC Travel Services at 304-480-8000 (option 1).



5. Click “First Time User? [Create an Account](#)” to create your account for the first time.”



The image shows the GovTrip eTravel Login page. At the top is the GovTrip logo with the tagline "eTRAVEL for GOVERNMENT". Below the logo is the heading "eTravel Login". The login form contains two input fields: "UserName:" and "Password:". Below these fields is a "Log In" button. A dashed line separates the login fields from the links below. Below the dashed line is a link "Forgot Your Password?". Another dashed line separates this from the bottom section. The bottom section contains two links: "First Time User? [Create an Account](#)" and "Current User? [Change your Password](#)".

6. Complete the following information:

- a. **First Name** – Enter your first name. **Note: Enter your first name. Do not enter initials.**

- b. **Last Name** – Enter your last name.

Note: Please do not use apostrophes or hyphens. For example, the name O’Neal should be spelled ONEAL in GovTrip.

- c. **Login** – Enter the login ID that you would like to use for GovTrip.

Note: If another user has already used the login name, you may have to add a middle initial or append a number to the end. (If this happens, you will receive an error message once you “Submit” this screen.)

- d. **Password** - Enter the password you would like to use for GovTrip. This is case sensitive.

Note: Passwords should be a minimum of eight characters with at least one number, one upper case letter, two lower case letters, and one special character.

- e. **Retype Password** - Retype the password you would like to use for GovTrip.

- f. **Email** – Type in your government email account.

Note: You must use a government account for the initial setup.

- g. **Organization** - **Click**  **to the right** and select “DEPARTMENT OF THE TREASURY” then click **Search**. Click [Select](#) in the Edit column beside your

organization. **NOTE: It is very important that you select your correct organization.**

- h. **Challenge Question** - Enter a question that you will be asked and know the answer to in the future if you forget your password.
- i. **Response** – Enter the answer to the challenge question.
Note: The response **must** be less than 9 characters and **is case sensitive**.
- j. **Retype Response** – Retype the answer to the challenge question.

Create New User

Please enter your first name, last name and desired user login id into the appropriate fields below. User Login is the user-id you wish to log into GovTrip with. This name is unique and you may need to re-enter this value if your username has already been selected by someone else. Example : JSmith1234, JPSmith, JohnPSmith.

First Name:

Middle Name:
(optional)

Last Name:

User Login ID:


Please enter your desired password below. Your password must be at least 8 characters long, have one upper case and two lower case letters, have at least one number, and at least one of the following characters (!@#%\$%^&*).

Password:

Retype Password:

Please enter your email address and organization in the fields below. The organization field is a value already created in GovTrip that helps your administrator view your token key. To enter your organization, click on the magnifying glass icon. Select your agency from the drop down list, and choose the appropriate organization from those displayed.

E-Mail:

Organization: 

Please enter a challenge question and response in the appropriate fields below. The challenge question should be specific with no one else able to guess the answer. In the future, should you forget your password, you will be asked to answer this question with the response you provide below. IMPORTANT: The response you provide is case sensitive and is limited to eight characters.

Challenge Question:

Response:

Retype Response:

7. Click **Submit**. (If you get an error message, “**There has been a problem with creating your identity. It may be caused by:**


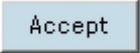
A Login of (whatever user name you just entered) already exists.

You will need to create a different Login.) If you receive the screen below, then move on to Step 8.



Creating New User Successful

Congratulations! Your identity has been successfully created, but you are not activated yet.

8. Close out of your web browser. If you do not receive an email that contains your key code, please contact the ARC Travel Help Desk at 304-480-8000. You will **ONLY** need the key code the **first** time you login to GovTrip.
9. Go to your agency's ARC Customer Access Page.
10. Click .
11. Click **Yes** to the security alert.
12. Read and accept the policy agreement .

13. Enter the User Name and password that you created.



eTravel Login

UserName:


Password:

[Forgot Your Password?](#)

❖ First Time User? [Create an Account](#)

❖ Current User? [Change your Password](#)

14. Click **Log In**.



User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number or other identifying information twice, plus the key number you got from your administrator.

Enter Social Security Number:

Reenter Social Security Number:

Enter Key Number:

If the values entered match an account in GovTrip , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

15. Enter and reenter your Social Security Number.

16. Enter the key code that was provided to you in step number 9. **For best results cut and paste the key code from the email notification that was sent to you.**

17. Click **Submit**.

18. If you are a/an:

- a. **Traveler** – Continue on with Step 20.
- b. **Approving Official/Budget Reviewer**– (Also for approving officials who travel)
Stop.

Approving Officials/Budget Reviewers are now finished with the registration process.



User Activation

The SSN you typed in does not match any existing record in the system.

If you have an existing profile -- but might have entered the wrong SSN, then [return to User Activation](#) to re-attempt profile activation.

Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the "Self Register" button to enter your individual profile data.

Otherwise, select the "Cancel" button to terminate the activation process.

19. You will receive the message above. Click **Self Register**.

20. Click **Administrative**.


21. Click **Self Registration**.

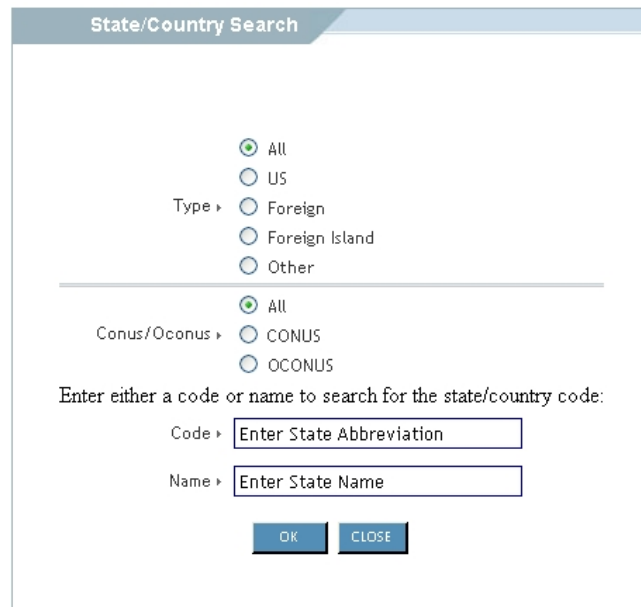


22. Click **Recommended Information**.



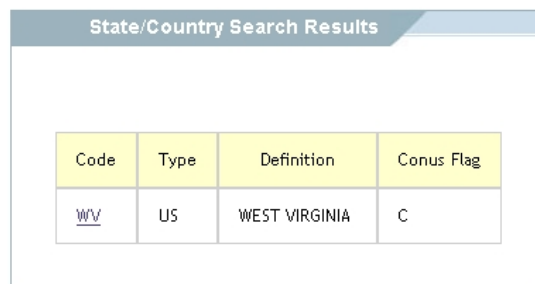
23. Complete **all** required fields that are marked with an * before the field name.

- a. When you enter your email address and tab, a second email address field will appear and you will need to re-enter your email address again for validation purposes.
- b. When completing the Mailing Address section, click the  to choose your state.



The dialog box titled "State/Country Search" contains two sections of radio buttons. The first section, labeled "Type", has options: All (selected), US, Foreign, Foreign Island, and Other. The second section, labeled "Conus/Oconus", has options: All (selected), CONUS, and OCONUS. Below these is a text prompt: "Enter either a code or name to search for the state/country code:". There are two input fields: "Code" with the placeholder text "Enter State Abbreviation" and "Name" with the placeholder text "Enter State Name". At the bottom are "OK" and "CLOSE" buttons.


- c. Enter the state abbreviation in the **Code** field or the state name in the **Name** field.
- d. Click **OK**.



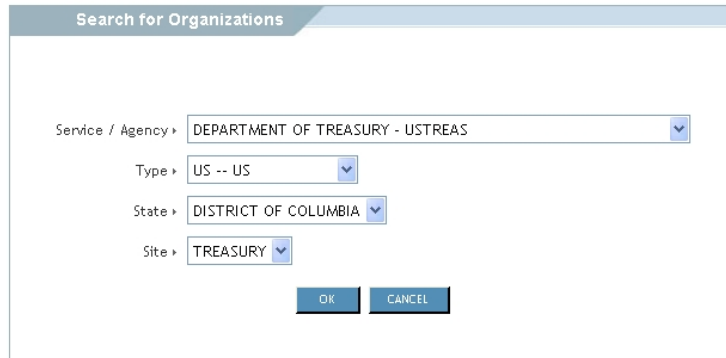
The dialog box titled "State/Country Search Results" displays a table with the following data:

Code	Type	Definition	Conus Flag
<u>WV</u>	US	WEST VIRGINIA	C

- e. Click your state **Code**.

f. When completing the Required Work Information, click the  beside **Organization**.

- **Service / Agency** - DEPARTMENT OF TREASURY - USTREAS
- **Type** - US—US
- **State** – DISTRICT OF COLUMBIA (**everyone must select District of Columbia regardless of physical duty station**)
- **Site** – TREASURY



Search for Organizations

Service / Agency ▶ DEPARTMENT OF TREASURY - USTREAS

Type ▶ US -- US

State ▶ DISTRICT OF COLUMBIA

Site ▶ TREASURY

OK CANCEL

g. Click **OK**.



h. Select your organization by clicking **Select** in the Edit column.

Organization Search Results			
Edit	Organization Name	Service / Agency	Site State
Select	ADMINISTRATIVE RESOURCE CENTER (ARC)	USTREAS	DISTRICT OF COLUMBIA
Select	ARMED FORCES RETIREMENT HOME (AFRH)	USTREAS	DISTRICT OF COLUMBIA
Select	BUREAU OF PUBLIC DEBT (BPD)	USTREAS	DISTRICT OF COLUMBIA
Select	FARM CREDIT SYSTEM INSURANCE CORP. (FCS)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDERAL CONSULTING GROUP (FCG)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDERAL MARITIME COMMISSION	USTREAS	DISTRICT OF COLUMBIA
Select	FEDERAL MINE SAFETY & REVIEW COMMISSION	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE (FBA)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE BALTIMORE (BAL)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE BEAUFORT (BEA)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE CHICAGO (CHI)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE CINCINNATI (CIN)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE DENVER (DEN)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE LOS ANGELES (LOS)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE SAN ANTONIO (SAN)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE SEATTLE (SEA)	USTREAS	DISTRICT OF COLUMBIA
Select	FEDSOURCE ST. LOUIS (STL)	USTREAS	DISTRICT OF COLUMBIA
Select	FINANCIAL CRIMES ENFORCEMENT NETWORK (FinCen)	USTREAS	DISTRICT OF COLUMBIA
Select	FINANCIAL MANAGEMENT SERVICE (FMS)	USTREAS	DISTRICT OF COLUMBIA
Select	FMS TREASURY AGENCY SERVICES	USTREAS	DISTRICT OF COLUMBIA

NOTE: Do not complete the Electronic Funds Transfer Data. Payment is made from the banking information in Oracle.

24. Though the **Government Travel Charge Card** is not required during Self Registration, it is important to note that this is the only opportunity you will have to enter your Travel GOVCC. If not added during Self Registration, then you will need to email the information to ARC Travel Services at Travel@bpd.treas.gov). Your Travel GOVCC must be in your traveler profile to be able to request air, lodging, or rental car reservations through the GovTrip booking engine. (If you do not have an Individual Travel Government Credit Card, then please leave blank).

- a. Select **CARD HOLDER**
- b. Enter Travel Account Number
- c. Enter Expiration Date
- d. Enter your travel credit card statement mailing address

GOVERNMENT CHARGE CARD (GOVCC)	
Charge Card Status ▶	<input type="text" value="CARD HOLDER"/>
Account Number ▶	<input type="text" value="4200000000000000"/>
GOVCC Exp. Date ▶	<input type="text" value="05/31/2007"/>  <small>Format is mm/dd/yyyy</small>
Billing Street 1 ▶	<input type="text" value="100 Main Street"/>
Billing Street 2 ▶	<input type="text"/>
Billing City ▶	<input type="text" value="Anytown"/>
Billing State / Country ▶	<input type="text" value="DC"/>  <small>Click on the icon to select a value</small>
Billing Zip / Postal Code ▶	<input type="text" value="20001"/>

25. Enter your Office phone number under Preference Information.

PREFERENCE INFORMATION

Printed Organization ▶	BUREAU OF PUBLIC DEBT (BPD)
Present Duty Station ▶	PARKERSBURG, WV
Miles from Office to Airport ▶	
Office Phone ▶	3044808000
	<small>Format: 999-999-9999 x9999; up to 20 characters</small>
Office Fax ▶	
	<small>Format: 999-999-9999; up to 20 characters</small>
Office Mail Stop ▶	
Organization Email ▶	TRAVEL@BPD.TREAS.GOV
Office Symbol ▶	GTRARCTBPD

26. Once you have finished your “Recommended Information”, click **Save** at the bottom. This will take you to the **Preference Information** screen.



27. Complete **all** required fields that are marked with an * before the field name.

28. Once complete, click **Save** at the bottom. This will take you to the **Self-Registration Submit** page.



29. Click **Submit** to complete your Self Registration.

You are going to submit the traveler profile to FATA.

SUBMIT **CANCEL**

30. You will receive the message below if your self-registration was successful. The Travel Administrators will receive an email to let them know you have registered.

Your self registration has been submitted. Your registration will be reviewed and a notice will be sent to you either by email (if organization email is set) or by phone to let you know if your self registration is approved or rejected.